

POWELL BILL REPORTING SYSTEM (PBRs)



April 29, 2014

It's almost Powell Bill time again!

On July 1, 2013, the Powell Bill Program began processing its first electronic submissions through the on-line system, **Partner Connect**. Qualifying municipalities submitted the Certified Statement, Map, Powell Bill Expenditures Report and Municipal Street Fiscal Data Report through this new system. The October 1, 2013 and January 1, 2014 allocations were processed and distributed successfully through **Partner Connect**. Subsequent Powell Bill allocations will also be processed through this system.

The electronic implementation was not without flaw, but with patience, understanding, and a great working relationship with the municipalities, we survived the first year! I was so proud of the municipalities through this implementation. I have been working closely with the programmers to resolve the issues we had last year to provide a smoother process for the upcoming months.

The following are some key points you should know:

- The automated system is a secured system and can be accessed online from anywhere.
- The Powell Bill Reporting System requires the municipality to have a computer with internet access, a scanner, and a printer.
- Municipalities will not receive a "Powell Bill Packet" in the mail. The required documents can **only** be accessed through the online system on **July 1, 2014**. All instructions will be located in **Partner Connect** at <https://partner.ncdot.gov/iri/portal> and on the Powell Bill website at www.ncdot.gov/ncpowellbill.
- Each municipality should identify their "users" that need to access the system. ***If you filled out an Access Authorization form last year, you do not need to fill out another one (unless the user works for a different municipality).***
- **New users** are required to fill out an Access Authorization form to access to system. The Access Authorization form is posted on the Powell Bill website. The completed access forms are to be emailed to sbenson@ncdot.gov. The municipality should have at least one user with access to the certified statement and expenditures report/fiscal data report.
- **New "authorized" users** (users that have completed and submitted an access form), will receive an USER ID and temporary password from bsipsecurity@ncdot.gov. If an authorized user does not receive an email with their USER ID and password, (don't forget to check your junk mailbox), contact Stephanie Benson at 919-707-4586 or sbenson@ncdot.gov.

- **Existing “authorized” users** (users that completed and submitted an access form last year), will continue to use the USER ID and password they last used to log into the system. ***Please go ahead and try to logon to Partner Connect, before July 1, 2014, to make sure you don’t have any problems with logging in.*** If you have problems, call the DOT Help Desk at 1-800-368-2778 for assistance. You will need your 8-digit secure code when calling the DOT Help Desk. Your 8-digit secure code is located on the Access Authorization form you filled out. If you do not have the 8-digit secure code, contact Stephanie Benson, Powell Bill Manager at (919) 707-4586.
- **All authorized users** will receive an email on July 1, 2014 to prompt them to log on to **Partner Connect** to begin completing the required documents for the Powell Bill Program. Authorized users can logon to **Partner Connect** either through a link on the Powell Bill website www.ncdot.gov/ncpowellbill or through the following link <https://partner.ncdot.gov/irj/portal> .
- It is the responsibility of the municipality to access **Partner Connect**, acquire & enter the data on the required documentation, print and obtain necessary signatures & seals, scan signed documentation, and attach all documents in **Partner Connect**. **Only municipality personnel should gain access to Partner Connect.**

Important Dates to Remember

- **Certified Statement, street listing, and certified map (if applicable) are due by July 21, 2014.**
- **Powell Bill Expenditures Report is statutorily due by August 1, 2014.**
- **Municipal Fiscal Data Report is due by December 1, 2014.**

****Your allocation will be withheld until all required documentation is completed and approved.****

Training Information

A PowerPoint presentation, introducing the Powell Bill Reporting System (PBRs), is located on the Powell Bill website at www.ncdot.gov/ncpowellbill .

A Quick Reference Guide is available on **Partner Connect** under the “HELP” option and also on the Powell Bill website. The quick reference guide has step-by-step instructions to help you navigate through the system to complete the required information.

“How-To” video links are available on the Powell Bill website. There are three different links showing how to navigate through the system to complete the certified statement, expenditures report, and the fiscal data report.

****Please feel free to contact Stephanie Benson, Powell Bill Program Manager, at (919)707-4586 or sbenson@ncdot.gov anytime you may have questions.****